



**UNITED**  
RUGBY & SPORTS CLUB

# VENUE HIRE AGREEMENT

**UNITED RUGBY & SPORTS CLUBROOMS**  
**39 TUKAPA STREET, WESTOWN, NEW PLYMOUTH**

# OUR VENUE

UNITED RUGBY & SPORTS CLUBROOMS  
39 TUKAPA STREET, WESTOWN, NEW PLYMOUTH.





[unitedsports.co.nz.co.nz](mailto:unitedsports.co.nz.co.nz)



[unitedsports.co.nz/venue](http://unitedsports.co.nz/venue)

See website for phone contact information

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# FACILITIES

United Rugby & Sports Clubrooms, 39 Tukapa Street, Westtown, New Plymouth.  
(Access via right-of-way next to Ate Fortyone Restaurant & Bar)

We have a fully stocked DB Breweries bar with cash or eftpos facilities. **You are strictly prohibited from bringing your own alcohol into the premises.**

You are welcome to provide your own catering and to assist we have the following facilities within our club / kitchen:

- Hot plate BBQ
- Hooded BBQ
- Full kitchen area
- Oven
- Fridge
- Deep fryer (oil not provided)
- Warmers
- Seated meal room with tables and chairs
- Serving window from kitchen accessible in the clubrooms

## What we can also provide:

- PA system with wireless microphone
- Aux input to speaker system for music
- Projector and big screen with HDMI connection
- 21 Bar leaners
- 37 Bar Stools
- 16 Tables
- 96 Chairs
- Main floor space area: 196m<sup>2</sup> (See floor plan on page 2)
- Dance floor area: 154m<sup>2</sup> (See floor plan on page 2)
- Pool table
- Dart Board
- Outdoor smoking area
- Cleaning products & equipment
- Plenty of parking on the bottom carpark adjacent to the clubrooms

## ALTERNATE CATERING OPTIONS

Ate Fortyone can offer on-site catering for platter.  
See their website for menu or contact them below.

- 📍 41 Tukapa Street, Westtown
- ☎ 06-758 4430
- ✉ us@atefortyone.co.nz
- 🌐 atefortyone.co.nz



# HIREAGE FEES

## NON-CLUB MEMBERS

**UP TO 100 GUESTS:** Non-refundable \$500.00 Hireage fee. The fee is to be paid to the club at least one month prior to the hireage date.

**101 - 250 GUESTS:** Non-refundable \$650.00 Hireage fee. The fee is to be paid to the club at least one month prior to the hireage date.

**BOND:** \$300.00

Pricing includes a duty manager and bar staff.

## FINANCIAL CLUB MEMBERS

**Note:** The reduced hireage fee will only apply to those members or sponsors fully financial in the current term.

**UP TO 100 GUESTS:** Non-refundable \$300.00 Hireage fee. The fee is to be paid to the club at least one month prior to the hireage date.

**101 - 250 GUESTS:** Non-refundable \$450.00 Hireage fee. The fee is to be paid to the club at least one month prior to the hireage date.

**BOND (IF REQUIRED):** \$250.00

Pricing includes a duty manager and bar staff.

**PLEASE PAY INTO BANK ACCOUNT 15-3953-0488037-00 WITH YOUR SURNAME AS A REFERENCE.**

# SPECIAL LIQUOR LICENCE

If a Special Licence is required, there is a non-refundable \$65 fee and must be applied for 14 days before your event. This licence required to sell or supply alcohol at specific events, occasions, or venues that are not covered by an existing liquor licence. This requirement is part of the country's alcohol laws, regulated under the Sale and Supply of Alcohol Act 2012.

# FLOOR PLAN



# TERMS & CONDITIONS

These Terms and Conditions of Hire shall apply to the Hirer. The Hirer is responsible for ensuring that all Hirer's invitees (as applicable) comply with the Terms and Conditions of Hire.

## MATTERS AFFECTING THE USE OF CLUBROOMS

- The Hirer shall have the exclusive use of the clubrooms for the Event/Activity during the Hire Period.
- The Hirer must use the Clubrooms only for the purposes of the Event/Activity and may not sublet the Clubrooms under any circumstances.
- The Club does not warrant that the clubrooms is suitable for any particular purpose. It is the responsibility of the Hirer to ensure that the clubrooms are suitable for the proposed Event/Activity.
- The Hirer must not enter the Clubrooms before the commencement of the Hire Period for each Event/Activity unless prior approval has been given
- The hirer must complete all packing up and cleaning/tidying/rubbish removal, etc, and have vacated the Clubrooms by 10:00am the following day.

## PAYMENT OF HIRE FEE/CONFIRMATION OF BOOKING

- The Hirer must, no later than 1 month prior to the start date for the Event/Activity, submit 1 (one) signed copy of the Clubrooms Hire Agreement together with the Hire Fee. The booking will not be confirmed until both these items have been received by the Club and the Agreement has been signed by both parties.

## BOND (IF REQUIRED)

- The Club may determine, at its discretion, that a refundable bond for \$300.00 for non-Members and \$250.00 for financial members is required. If so, deductions will be made from the bond if the Club, acting reasonably, determines that:
- The clubrooms and/or any of the Club's property is destroyed or damaged/is required to be reinstated
- Cleaning/tidying/rubbish removal is required to be carried out by the Club
- The Hire period is exceeded.
- There is loss to, or costs incurred by, the Club as a result of any other breach of this Agreement.
- Provided that the Club is satisfied with the condition of the Clubrooms at the termination of the Hire Period, the Bond will be refunded in full within 10 working days.
- In the event that the Bond is insufficient to compensate the Club for any costs/losses incurred, the Hirer shall pay the Club the shortfall on demand.

## SPECIAL LICENCE (IF REQUIRED)

- If a Special Licence is required, there is a non-refundable \$65 fee and must be applied for 14 days before your event. This licence required to sell or supply alcohol at specific events, occasions, or venues that are not covered by an existing liquor licence. This requirement is part of the country's alcohol laws, regulated under the Sale and Supply of Alcohol Act 2012.

## HIRER'S GENERAL OBLIGATIONS

### The Hirer will:

- Be responsible for any damage caused to the Clubrooms. Any breakages and or facility damage will be repaired/replaced by the club and charged to the hirer for immediate payment.

- Be responsible for all security at the Clubrooms.
- Keep all noise to reasonable levels.
- Ensure that the maximum number of persons specified for the Clubrooms is not exceeded.
- Not make any alterations of any kind to the Clubrooms without the prior written consent of the Club.
- Be solely responsible for all property and equipment brought to the Clubrooms by the Hirer, and the Hirer's guests and/or invitees.
- Maintain a no smoking policy in the designated non-smoking areas of the Clubrooms.
- Except for a "Disability Assist Dog" (as defined in section 75 of the Dog Control Act 1996) or unless otherwise provided in the Special Terms, not bring animals into the Clubrooms.
- Not do anything that compromises any insurance cover.
- Allow a Club representative(s) to be present at the Clubrooms at all reasonable times and comply with all reasonable requests and/or directions given by them in relation to any aspect of the use of the Clubrooms.
- Not permit any disorderly conduct in or around the Clubrooms or allow anything to be done by those attending the Event/Activity, which is or may become a nuisance or source of damage or annoyance to any persons at, or in proximity to the Clubrooms. The Club reserves the right, at its or its representative(s) discretion, to require any person attending the Event/Activity to leave the Clubrooms if that person:
  - Is affected by drugs or alcohol
  - Is behaving in an indecent or disorderly manner, or in a manner that is offensive to the Club's representative(s) or any other person
  - Is a risk to the safety of others and/or the safety of the Clubrooms and any property within the Clubrooms?
  - Fails to comply with a lawful request of any of the Club's representative(s).
- Ensure that the Clubrooms is returned to its original condition (i.e. clean and tidy) after each Event/Activity which shall include (but is not limited to):
  - The removal of all foodstuffs and rubbish
  - The removal of decorations.
  - Return the table and chairs to their normal configuration.
  - Wiping clean all kitchen appliances and the inside of all kitchen cupboards and the refrigerator (if kitchen facilities have been used).
  - Sweeping and mopping the floors.
- Ensure that the Clubrooms is left secure (windows closed and doors locked)
- Ensure that all electrical appliances and/or lights are switched off and all taps turned off after each Event/Activity.
- Immediately report any damage observed to the interior and/or exterior of the Clubrooms (e.g. vandalism, graffiti, burst pipes, etc) to the Club.

## FOOD AND DRINK

- The club will apply for a special licence for the sale and supply of alcohol on behalf of the hirer. The cost of the special licence is included in the hireage fee.
- The club will provide bar staff. The cost of the bar staff is included in the hireage fee.
- The hirer cannot bring their own alcohol. Only the club bar facilities are to be used.
- The bar staff will restrict sales to suit the hirer. All sales to be at the current bar prices.
- If the hirer wishes to have a bar tab this must be paid prior to the event, unless waived at the discretion of the Facilities Manager.
- The Hirer shall be solely responsible for ensuring that the service and consumption of alcohol is carried out in a responsible manner.
- The Hirer may engage catering contractors or may self-cater the Event.

- If the Hirer engages catering contractors, the Hirer must ensure that its caterers have a current food registration under the Health (Registration of Premises) Regulations 1966 (or any enactment that amends or replaces such provisions).

## SAFETY, FIRE AND EMERGENCY PROCEDURES

- The Hirer will ensure that emergency services shall at all times have the right of entry to, and exit from, the Clubrooms and comply with any directions that may be given by emergency personnel (e.g. fire and ambulance officers, etc).

## FIRE ALARMS

- In the event of a false alarm, whether due to a smoke detector being activated or a misuse of the fire alarm, the Hirer will be required to pay the full costs of the fire brigade call-out and the resetting of the alarm system.

## PARKING

- Parking for all vehicles is restricted to the Clubroom's car parks.
- The Hirer shall at all times ensure that all entrances to and exits from the Clubrooms car parks are kept clear and unobstructed.

## VARIATION/ CANCELLATION OF EVENT/ACTIVITY

- If the Hirer wishes to vary the Hire Period it must request the Club's approval. Any variation will be subject to the Club's approval, but approval cannot be guaranteed.
- Cancellations must be made in writing.
- If the Clubrooms booking is cancelled by the Hirer within 14 days of the Event/Activity, the Club reserves the right to retain the Hire Fee in full. If the Hirer cancels the Event/Activity less than 48 hours prior to the Event/Activity start date the Club reserves the right to charge an additional late cancellation charge.
- The Club may by prior written notice (where reasonably practicable) vary the Activity/Event dates and/or times or cancel the Event/Activity for the following reasons:
  - Urgent works
  - The staging of a club event
  - Any other purpose which the Club, acting reasonably, may determine.

## CONSEQUENCES OF BREACH BY HIRER

- Any breach of the Terms and Conditions of Hire may result in:
  - Forfeit of part or all of the Bond (if payable)
  - Termination of the Event/Activity
  - Refusal to accept future bookings
  - Extra charges being incurred.



# HIRE AGREEMENT

HIRER OR THE PERSON AUTHORISED BY THE HIRER'S COPY

**NOTE: UNITED RUGBY & SPORTS CLUB WILL SUPPLY YOU WITH A COPY OF THIS SIGNED FORM.**

Hire's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Mobile: \_\_\_\_\_

Event / Activity: \_\_\_\_\_

Hireage Date(s): \_\_\_\_\_

As the Hirer or the person authorised by the Hirer to enter into this Agreement, I declare that I have read and agree to hire the Clubrooms on the Terms and Conditions of Hire set out in this Agreement. I further declare that I am aged 18 or over. (Note that the Hirer must sign two copies of this Agreement):

Name of authorised signatory: \_\_\_\_\_ [If applicable]

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

This booking is accepted by and on behalf of United Rugby & Sports Club on the Terms and Conditions of Hire set out in this Agreement:

Name - United RSC Representative: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**PURPOSELY LEFT BLANK**

# HIRE AGREEMENT

## UNITED RUGBY & SPORTS CLUB COPY

Hire's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Mobile: \_\_\_\_\_

Event / Activity: \_\_\_\_\_

Hireage Date(s): \_\_\_\_\_

As the Hirer or the person authorised by the Hirer to enter into this Agreement, I declare that I have read and agree to hire the Clubrooms on the Terms and Conditions of Hire set out in this Agreement. I further declare that I am aged 18 or over. (Note that the Hirer must sign two copies of this Agreement):

Name of authorised signatory: \_\_\_\_\_ [If applicable]

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

This booking is accepted by and on behalf of United Rugby & Sports Club on the Terms and Conditions of Hire set out in this Agreement:

Name - United RSC Representative: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**PURPOSELY LEFT BLANK**



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